

## Standard Operating Procedures – Good Conduct Medals

### 1. REFERENCES:

- a. Military Awards, AR 600-8-22, Chapter 4, dated 25 February 1995.
- b. Unfavorable Information, AR 600-37, dated 19 December 1986.
- c. Local guidance.

2. PURPOSE: To outline the **basic standard** operating procedures and clarify rules for processing the Army Good Conduct Medal (GCMDL). It is linked to AR 600-8 series and provides the standards and steps governing all work process prior to the issuance of the Army Good Conduct Medal. This SOP is **not** all-inclusive

### 3. RESPONSIBILITIES:

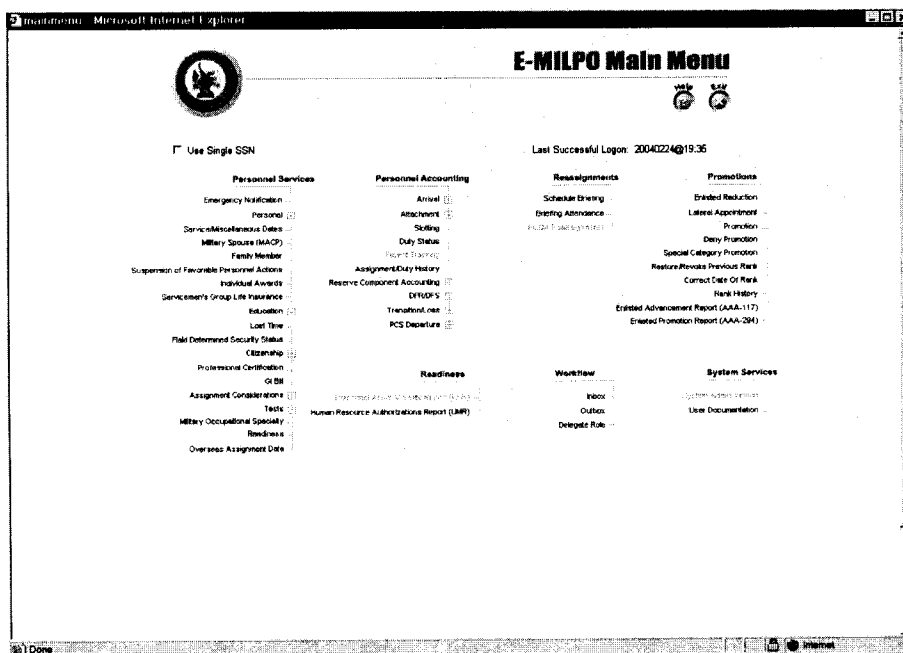
- a. The unit PAC/S1 will no longer be required to submit the Good Conduct Medal Suspense Roster (AAA-199). Good Conduct Medal orders will be automatically generated through information retrieved from TAPDB, which is sorted by MSC, unit, and name on the ePortfolio database. All MSCs are required to request a password to gain access to the ePortfolio database, which can be accessed at <https://144.59.105.150/eportfolio/>. Units should continue to print the AAA-199, Good Conduct Medal Suspense Roster along with queries for Soldiers with blank GCMDL dates. Unit S1s will ensure the AAA-199 is printed and signed by the commander monthly and filed along with the ePortfolio roster in the unit files.
- b. When a Soldier is overdue the Army Good Conduct Medal award, the unit PAC/S1 will submit a memorandum routed through the company level commander for signature, authorizing the award of the Army Good Conduct Medal.
- c. In instances of disqualification as determined by the unit commander, the commander will prepare a statement of rationale for the decision. This statement will be referred to the individual according to AR 600-37, paragraph 306. The commander will forward the statement along with the individual's statement of rationale to the PAC/S1. The PAC/S1 will forward the memorandum to the servicing PSD prior to the suspense date each month. A copy of the disqualification statement will be provided to the Enlisted Records Section for filing in the MPRJ. The MPRJ custodian will forward a copy to Commander, Human Resources Command Indianapolis, Indianapolis, IN 46249-5301, for permanent filing in the individual's OMPF. The MPRJ custodian will also annotate the Soldier's DA Form 2-1, item 27 with the following statement, "NFC for award GCMDL-ARMY (Date), IAW AR 600-37." A GCMDL eligibility date transaction will be submitted in eMILPO.
- d. The Personnel Service Detachment (PSD) Good Conduct Medal Section will maintain an orders log, which will reflect the order number of the award issued, Name, SSN, Unit, date of orders and period end date. Units must ensure that the Soldiers have not received a Good Conduct Medal previously, or that the name was not turned in on a previous roster.

e. Retroactive awards to enlisted personnel and to officer personnel who qualified in an enlisted status is authorized provided evidence is available to establish qualification. Retroactive awards to enlisted personnel, which cannot be processed due to lack of information available will be forwarded to: Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301, by the unit commander. Upon receipt of the eligibility information from USAEREC, the commander can take action to confirm the retroactive award or by informing the Soldier of findings of ineligibility. The approval memorandum from USAEREC will be forwarded to the PSD for issuance of orders.

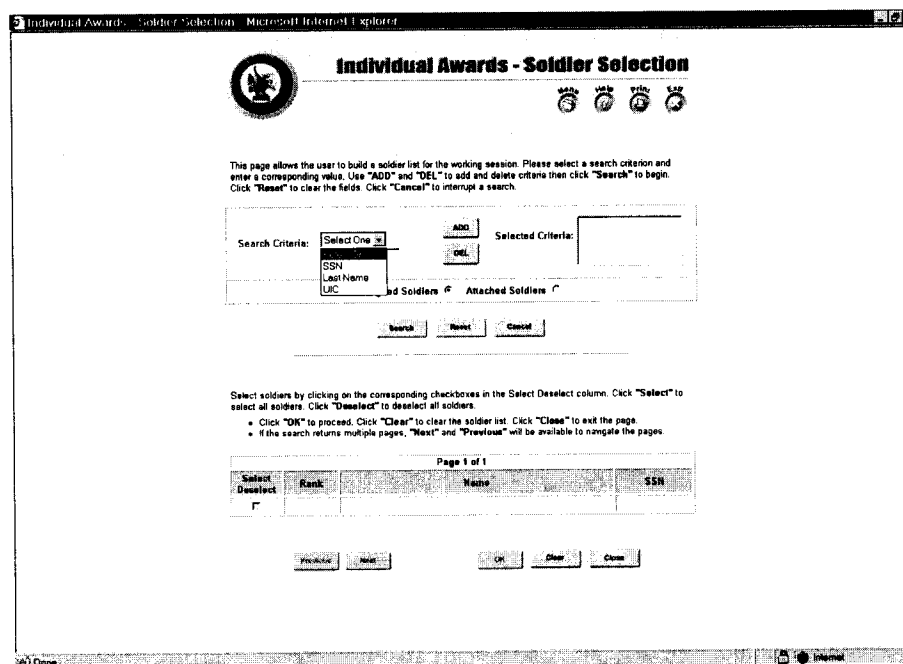
f. PSD Good Conduct Medal Clerk will ensure all Soldiers who will ETS with at least 24 months, but less than 36 months time in service are issued Good Conduct Medal orders prior to the Soldier receiving their DD Form 214.

g. PSD Good Conduct Medal Clerk will prepare Good Conduct Medal orders 90 days in advance of the schedule award date. This should assist the unit's S-1/PAC in determining any outstanding orders that have not been processed. The GCMDL signature authority will review and sign all orders.

h. PSD Good Conduct Medal Section will prepare and submit eMILPO transactions daily. Transactions cannot be submitted prior to the effective date. The orders log will serve as a tracking log for transactions. The following steps will be followed for submitting Good Conduct Medal transactions:



1. Click on <Individual Award>



2. Click drop arrow in Search Criteria. Highlight "SSN"

Individual Awards - Soldier Selection - Microsoft Internet Explorer

## Individual Awards - Soldier Selection

This page allows the user to build a soldier list for the working session. Please select a search criterion and enter a corresponding value. Use "ADD" and "DEL" to add and delete criteria then click "Search" to begin. Click "Reset" to clear the fields. Click "Cancel" to interrupt a search.

Search Criteria:

Selected Criteria:

Select soldiers by clicking on the corresponding checkboxes in the Select/Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

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Select/Deselect	Rank	Name	SSN
<input type="checkbox"/>			

3. Enter SSN in the empty box in the bottom of SSN

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Select/Deselect	Rank	Name	SSN
<input type="checkbox"/>			

4. Click <ADD> and SSN will appear in the Selected Criteria Window to the left.



Individual Awards - Soldier Selection Microsoft Internet Explorer

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Search Criteria: Select One ADD DEL Selected Criteria: SSN : 226331694

Assigned Soldiers  Attached Soldiers 

Search
Reset
Cancel

---

Select soldiers by clicking on the corresponding checkboxes in the Select/Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

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Select/Deselect	Rank	Name	SSN
<input type="checkbox"/>	SPC	TAYLOR, TIMOTHY	226331694

Previous
Next
OK
Clear
Close

5. Click Search Button and individual data appears at the bottom of the screen



Individual Awards - Soldier Selection Microsoft Internet Explorer

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Search Criteria: Select One ADD DEL Selected Criteria: SSN : 226331694

Assigned Soldiers  Attached Soldiers 

Search
Reset
Cancel

---

Select soldiers by clicking on the corresponding checkboxes in the Select/Deselect column. Click "Select" to select all soldiers. Click "Deselect" to deselect all soldiers.

- Click "OK" to proceed. Click "Clear" to clear the soldier list. Click "Close" to exit the page.
- If the search returns multiple pages, "Next" and "Previous" will be available to navigate the pages.

Page 1 of 1

Select/Deselect	Rank	Name	SSN
<input checked="" type="checkbox"/>	SPC	TAYLOR, TIMOTHY	226331694

Previous
Next
OK
Clear
Close

6. Click Select/Deselect Field or click the empty box and a check mark will appear in the empty box. Click <OK> command at bottom of the screen

Individual Awards - Listing

This page displays the individual awards recorded for the selected soldier. The user can update or remove an existing award by selecting the Action in the corresponding picklist. Check the corresponding checkbox to add an award or to update medal eligibility dates.

- Click "Submit" to proceed. Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.

Action	Status	Award Type	Effective Date
Select One		NATIONAL DEF SVC MEDAL	20010911
Select One		USA OS SVC RBN	20020102
Select One		USA SVC RBN	20020305
Select One		US ARMY ACHIEVEMENT MEDAL	20030529

☐ Add Individual Award ☐ Update Medal Eligibility Dates

Submit Next Close

7. Individual Awards-Listing appears in the window and the standard name line appears at the top

Individual Awards - Listing

This page displays the individual awards recorded for the selected soldier. The user can update or remove an existing award by selecting the Action in the corresponding picklist. Check the corresponding checkbox to add an award or to update medal eligibility dates.

- Click "Submit" to proceed. Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.

Action	Status	Award Type	Effective Date
Select One		NATIONAL DEF SVC MEDAL	20010911
Select One		USA OS SVC RBN	20020102
Select One		USA SVC RBN	20020305
Select One		US ARMY ACHIEVEMENT MEDAL	20030529

☐ Add Individual Award ☐ Update Medal Eligibility Dates

Submit Next Close

8. Select the empty box labeled "Update Medal Eligibility Dates" in the middle of the window  
Click <SUBMIT>

Medal Eligibility Dates - Soldier Data - Microsoft Internet Explorer

### Individual Awards - Soldier Data

This page allows the user to update medal award eligibility dates for the selected soldier. Please enter or select the requested data.

- Click "Submit" to save the current record. Click "Next" to skip this soldier.
- Click "Close" to exit the page and return to the Listing page.

SFC TIMOTHY TAYLOR SSN: 280328MM UIC: W00FAB Action: Update 1 of 1

Update Medal Eligibility Dates

Basic Active Service Date: 20011004

Last Good Conduct Medal Award Date:

Good Conduct Medal Eligibility Date: 20041003

Armed Forces Reserve Medal Eligibility Yr/Mo:

Save Next Close

- Update the Good Conduct Medal Eligibility Date IAW the Good Conduct Medal Orders  
Click <SAVE>

Individual Awards Listing - Microsoft Internet Explorer

### Individual Awards - Listing

This page displays the individual awards recorded for the selected soldier. The user can update or remove an existing award by selecting the Action in the corresponding picklist. Check the corresponding checkbox to add an award or to update medal eligibility dates.

- Click "Submit" to proceed. Click "Next" to proceed without saving. Click "Close" to exit the page and terminate the working session.

SFC TIMOTHY TAYLOR SSN: 280328MM UIC: W00FAB 1 of 1

Action	Status	Award Type	Effective Date
Select One		NATIONAL DEF SVC MEDAL	20010911
Select One		USA OS SVC RBN	20020102
Select One		USA SVC RBN	20020306
Select One		US ARMY ACHIEVEMENT MEDAL	20030629

☐ Add Individual Award ☐ Update Medal Eligibility Dates

Submit Next Close

- Click <CLOSE> to return to main menu of eMILPO

Appendix 1 – Sample Good Conduct Medal Order

DEPARTMENT OF THE ARMY  
A DETACHMENT, 516<sup>TH</sup> PERSONNEL SERVICES BATTALLION  
UNIT # 15316  
APO AP 96205-5316

**Permanent Orders <JULIAN DATE - NUMBER>**

**<DATE>**

<NAME> <SSN> <RANK> <UNIT NAME> <UIC> APO AP 96205 (REPUBLIC OF KOREA)

Announcement is made for the following award.

Award: ARMY GOOD CONDUCT MEDAL <NUMBER AWARD>

Date(s) or period of service: <TIME PERIOD>

Authority: AR 600-8-22 para 4-3

Reason: For exemplary behavior, efficiency, and fidelity in  
Active Federal Military Service.

Format: 320

FOR THE COMMANDER:

JULIE REYES  
CW2, USA  
Military Personnel Officer

**DISTRIBUTION:**

<NAME> (1)

CDR, <UNIT NAME> APO AP 96205 (1)

CDR, USAEREC, ATTN: PCRE-FS, 8899 E 56<sup>TH</sup> ST. INDIANAPOLIS, IN 46249 (1)

CDR, A DET. 516<sup>TH</sup> PSB, ATTN: EAPC-UA-A, APO AP 96205 (1)



Appendix 1 – Sample Good Conduct Medal Order Amendment

DEPARTMENT OF THE ARMY  
A DETACHMENT, 516<sup>TH</sup> PERSONNEL SERVICES BATTALION  
UNIT # 15316  
APO AP 96205-5316

**Permanent Orders <JULIAN DATE - NUMBER>**

**<DATE>**

<NAME> <SSN> <RANK> <UNIT NAME> <UIC> APO AP 96205 (REPUBLIC OF KOREA)

The following order is amended as indicated.

So much of: Permanent Order 191-002, A Detachment, 516<sup>th</sup> Personnel Service Battalion, APO,  
AP 96205 dated 10 JUL 03

Pertaining to: USA GOOD CONDUCT MDL

As reads: <award, date period of service>

How changed: Is Amended to read: <award, date of service>

Authority: AR 600-8-22, para 4-3

Format: 700

FOR THE COMMANDER:

JULIE REYES  
CW2, USA  
Military Personnel Officer

**DISTRIBUTION:**

<Name> (1)

Cdr, 0008AGPERS CMD, APO AP 96205-0097 (1)

Cdr, USAEREC, ATTN: PCRE-FS 8899 EAST 56<sup>TH</sup> ST INDIANAPOLIS, IN 46249 (1)

Cdr, A DET 516<sup>TH</sup> PSB, ATTN: EAPC-UA-A, APO AP 96205 (1)

### Appendix 3 – Sample Good Conduct Medal Order Revocation

DEPARTMENT OF THE ARMY  
A DETACHMENT, 516<sup>TH</sup> PERSONNEL SERVICES BATTALION  
UNIT # 15316  
APO AP 96205-5316

**Permanent Orders** <JULIAN DATE - NUMBER> <DATE>

<NAME> <SSN> <RANK> <UNIT NAME> <UIC> APO AP 96205 (REPUBLIC OF KOREA)

The following order is revoked as shown.

Action: Revoke

So much of: Permanent Order <order number>, <Unit>, dated <date of award>

Pertaining to: USA GOOD CONDUCT MDL

Authority: AR 600-8-22

Format: 705

FOR THE COMMANDER:

JULIE REYES  
CW2, USA  
Military Personnel Officer

#### DISTRIBUTION:

<Name> (3)

Cdr, 0542MDAIR, APO AP 96205 (1)

Cdr, USAEREC, ATTN: PCRE-FS 8899 EAST 56<sup>TH</sup> ST INDIANAPOLIS, IN 46249 (1)

Cdr, A DET 516<sup>TH</sup> PSB, ATTN: EAPC-UA-A, APO AP 96205 (1)

Appendix 4 – Sample Disqualification Letter

LETTER HEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, A Det, 516 PSB, ATTN: Actions APO AP 96205

SUBJECT: Disqualification of the Army Good Conduct Medal

1. It is my intention to disqualify \_\_\_\_\_ for awarding of the Good Conduct Medal during the period of ddmmyy to ddmmyy. My rationale in doing so is

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2. I am referring this action to NAME IAW AR 600-37 Para. 2-6, for information, acknowledgment, and rebuttal opportunity. You have ten days from receipt of this notification to respond.

COMMANDER SIGNATURE

## Appendix 5 – Sample Disqualification Memo Endorsement

Office Symbol (EAPC-UC-A/date) 1<sup>st</sup> End (600-8-22)

Blame line/

POC/Tel #

SUBJECT: Disqualification for the Army Good Conduct Medal (Name, SSN)

Name, Unit address and zip

FOR Commander, Unit address and zip

1. This is to acknowledge that I am being considered for disqualification of the Army Good Conduct Medal for the period of ddmmyy to ddmmyy because of

\_\_\_\_\_.

2. I have elected not to submit written rebuttal or matters to be considered in the decision making process.

Soldier Signature

SSN

## Appendix 1 – Sample Disqualification Memo 2nd Endorsement

Office symbol (EAPC-UC-A/date) 2d End (600-8-22)

Blame line/

POC/Tel #

SUBJECT: Disqualification for the Army Good Conduct Medal (Name, SSN)

Commander, unit address, zip

FOR Soldier, unit, zip

1. Soldier's name, this is to inform you that I have disqualified you from receiving the Army Good Conduct Medal for the period of ddmmyy to ddmmyy for offenses that you committed during this time frame and for the disciplinary actions taken against you.
2. I have taken into consideration all facts surrounding your case.
3. A copy of this correspondence will be forwarded for inclusion in your Official Military Personnel File (OMPF) and to be place in your Military Personnel Records Jacket (MPRJ)

Commander Signature